

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Mental Health / Mental Retardation / Substance Abuse

Section/Unit: OBRA Determination Unit

Schedule No.: 92-1 **Minor Change Date:** 11/15/96

Record Series Title: OBRA Determination Record File

Description: Included are Annual records determining whether or not an individual with mental illness (MI), mental retardation (MR), or developmental (DD) meets Medicaid eligibility to receive care in a Medicaid participating nursing facility. Public Law 100-203 of the 1987 Omnibus Budget Reconciliation Act (OBRA) Nursing Home Reform Bill mandates that the State Mental Health and Retardation Authority perform and document such assessments.

Files contain the assessments of a patient's mental and physical condition and the official determination statement signed by a American Board of Psychiatry & neurology certified psychiatrist.

File Arrangement: Alphabetically by name of patient; thereunder by OBRA fiscal year (July 1 to June 30). Each patient's records are grouped and banded together and may cover multiple years.

Retention/Disposition Instructions:

Cut off files at end of each OBRA fiscal year (June 30) as follows:

Paper Patient Assessment Files.

Hold in current files area two (2) years; transfer to State Records Center; hold three (3) years; the destroy.

Computer Main and Storage Data Base Files

- 1) Magnetic Media-Transfer data to magnetic storage media; maintain for five (5) OBRA fiscal years; then erase and reuse magnetic media.
- 2) Paper Reports- a) Printout both data bases and place in front of the Patient Assessment Files (see above). b) Custom Reports- use until no longer needed for reference; the destroy by security means.

Exception: Unit should not authorize files destruction until all state and federal audits have been completed.

Confidential: Yes - OCGA Chapter 50-18. OCGA Sections 24-9-21, 37-3-166, 37-4-125, 37-7-166 and 43-39-16.

Supersedes: 92-1 (12/30/92).

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION # 920130-01
DHR #91-323-1

Sheet 1 of 2

SCHEDULE #: 92-0001

EFFECTIVE DATE: 12/30/92

Agency Code: 0427
Agency: Human Resources
Creating Office: Mental Health/Mental Retardation/Substance Abuse
OBRA Determination Unit

Series
Title/Dates: "OBRA Determination Record File," 1989 and continuing

Access: Closed (O.C.G.A. 24-9-21; 37-3-166; 37-4-125; 37-7-166; 43-39-16)

Class: Individual

Related to: Determining, prior to admission to a Medicaid participating nursing facility, whether or not an individual with mental illness (MI), mental retardation (MR), or developmental disability (DD) meet Medicaid's criteria for nursing facility Reconciliation Act (OBRA) Nursing Home Reform Bill mandates that the State Mental Health and Mental Retardation Authority perform and document that assessment. These files contain the assessment of a patient's mental and physical condition and the official determination statement signed by a psychiatrist certified by the American Board of Psychiatry and Neurology.

Arrangement: Alphabetical by patient name; thereunder by date of assessment. Each patient's records are grouped and banded together and may cover multiple years.

Indexed by: Computer database

Retention
Requirement: Administrative need: Five (5) years

Media: Paper and computer files

Disposition
Instructions: Cut off file on March 31 each year (OBRA fiscal year is April 1 March 31);

Paper Assessment Files -

Hold in current files area two (2) years;
Transfer to the State Records Center;
Hold three (3) years; then
Destroy

continued on sheet 2 of 2

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Sheet 2 of 2

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Computer Printouts -

OBRA fiscal year data dump and storage location report to be filed with paper assessment files, above.

Custom Reports to be used until no longer needed for reference, then destroyed.

Computer Database -

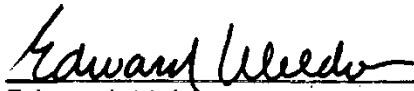
Duplicate to magnetic storage media;

Maintain duplicate for five (5) OBRA fiscal years;

Erase and reuse magnetic storage media.

Note. All Federal and state audits must be completed before Department of Human Resources will approve destruction.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.



Edward Weldon
Secretary of State Designee



Date